

Fire Lieutenant and Fire Captain Promotional Exams Information **2017**

Session Q & A

Overall Process Questions

Question	Answer
How many candidates signed up?	275 for Fire Lieutenant, 75 for Fire Captain
Will there be a study guide or videos?	Yes. We plan to post them by November 14, 2016.
Why does Civil Service use <i>outside</i> source material for Fire Lt. and Capt. Exams, while using only <i>internal</i> source material for Police Sergeant?	The outside materials provide information that are critical to the performance of a Fire Lieutenant or Fire Captain that are not specific to the Columbus Division Fire, and are not provided within Division of Fire sources.
What is the status of the Grievance filed by Local 67? Still negotiating or are we at the arbitration stage?	We are at the arbitration stage. As of the dates of the information sessions, an arbitrator had not been selected.
Did Local 67 have input on the Fire Departments chosen to provide Assessors? Who decided if our operational philosophy was similar?	We asked Division representatives which cities are considered comparable. However, the Commission relied on our own resources to request and select jurisdictions and individuals to serve as SMEs/assessors.

Fire Lieutenant and Fire Captain Promotional Exams Information **2017**
Session Q & A

Phase I- Multiple Choice

Question	Answer
If candidates don't have the admission notice, are they still allowed in to test?	Yes, candidates who forget their admission notice on the day of the test will be permitted to test. They will complete a conditional admission notice. The same is also true for those forgetting their ID, however they must come back later and show a valid ID.
What is the time limit for the Multiple Choice?	The time limit for the most recent MC exam was 2 ½ hours, however the time limit has not yet been determined for this administration. An approximation would be somewhere around 2 hours.
For appeals, if source material is on an electronic device, can it be used at appeals? Ex. Source book on Kindle.	No, electronic sources are not permitted during the appeals process.
Are cell phones or other electronic devices allowed into testing?	No, if cell phones are brought into the test facility, candidates will be required to turn them off and place them in a plastic pouch during the test.
With the amount of resources for this test why are there only 70-100 questions?	We can get a reliable measure with this many items, longer tests start to contribute to candidate fatigue.
What is the hurdle for the Captain's test? How many people move on?	The hurdle is set at approximately ½ standard deviation below the mean for both the lieutenant and captain multiple choice exams. Approximately two-thirds of candidates taking the multiple-choice exam move on to the tactical phase for each rank. There is an additional hurdle after the lieutenant tactical exam.

Fire Lieutenant and Fire Captain Promotional Exams Information 2017

Session Q & A

Phase II – Tactical Exercise - Fire Lieutenant Tactical

Question	Answer
Are there any resources available to practice the new format of testing for the tactical phase?	Civil Service will not provide practice resources, however, candidates are encouraged to form study/practice groups.
Can we take notes in the test booklet?	No. You may only take notes on the scratch paper that will be provided.
Are examples of the scenario and answers on the Civil Service website?	The Power Point and sample video will be posted on the website by Nov. 14, 2016.
What is the source material for the tactical phase?	The reading lists that are posted on the CSC website identify sources by exam phase.
How many scenarios and how many questions?	There will be 10-15 scenarios with 1-9 questions per scenario and 2-12 alternatives per question. Total number of questions is still to be determined.
Can you write acronyms on the provided blank paper during the Lt. Tactical phase?	Yes, but only after the test begins.
Will we have our original test booklet to see our answers during Phase II appeals?	No, because there will be no answers/alternatives on your original test booklet. You will get back a generic test booklet with questions and answers/alternatives.
What is an example of a hurdle?	Candidates must pass Phase I in order to be invited to Phase II. Then the remaining candidates must pass Phase II in order to be invited to Phase III.
On an "all that apply" type question will an equal amount of points be removed from your score for an incorrect choice as you would gain from the correct response?	We are still in development, so we do not know that at this time.
On an "all that apply" type questions will one point be awarded for each correct answer?	We are still in development, so we do not know that at this time.
Terms such as "may" and "could" lose points by choosing more answers than are correct. The question is, will you lose points? If so, how much?	You may lose points, but we are unsure as to how much at this time.
For questions that are "select all that apply" are wrong answers weighted the same as correct answers?	Still undetermined at this time.

Fire Lieutenant and Fire Captain Promotional Exams Information **2017**
Session Q & A

Phase II – Tactical Exercise - Fire Captain Tactical

Question	Answer
If we are alone in the room, how do we get help if there is a technical issue?	There will be an exam monitor in the hallway just outside the exam room.
Does the video screen continue to revolve A, B, C, D sides while the response time is given, or is it fixed on the screen shot?	The video continues to show different views of the incident.
Can you elaborate on when <i>Internal</i> or <i>External</i> SMEs will be used? Will external SMEs be used in the grading/evaluation or only for test development?	External SMEs are being used to develop the exam, and panels of external SMEs will serve as assessors for grading purposes.
Has the cut been pre-determined for the Captain's test?	The cut is set at approximately ½ standard deviation below the mean on the multiple-choice. There is no cut after the tactical phase.
What is the answer you wanted for the sample scenario?	The basis for the sample scenario is SOP 01-02-03. Correct responses would be consistent with SOP 01-02-03.
If the recording device fails, is there back-up?	Yes, there will be several back-up systems in place.
Will the candidate talk into a walkie, microphone or just speaking to the monitor screen?	The candidate will speak to the monitor screen and the responses will be captured via microphones attached to the camcorders.
Since scenario A & B are the same incident, if you assign a task in A do you need to repeat it in B? ex. In scenario A on your rundown you assign the 2 nd Engine to supply water. Do you need to repeat this assignment during your initial action plan report or will you get credit since you said it in scenario A. It's the same scene. Also, if you repeat a task is there a penalty?	If any given scenarios have an overlap, as did the information session example, then they will likely be graded together. In cases where the SMEs indicate that it is acceptable to take a certain action in either scenario, then that action will receive credit. The appropriateness of any given action at any specific time in a scenario will be determined by the expert judgments of the SMEs. It is important to respond to each prompt/question completely and accurately.
Could your question/scenario be task specific or oriented? Ex. More of a technical scenario, how would you set up an aerial backboard rescue or how would you force entry?	Yes. Scenarios are designed to reflect tasks and responsibilities which are typically encountered by the rank of Fire Captain.

Fire Lieutenant and Fire Captain Promotional Exams Information **2017**
Session Q & A

Question	Answer
Will the exercises be based on all sources or Div. SOP's?	The tactical exercises are based upon the source material marked as applicable on the reading list and the expertise of subject matter experts.
Are the scenarios going to be more related to command functions of a BC, since OOC is a big function of a Captain's responsibility rather than the command function at the company level? Will they go deeper into running an incident?	Scenarios are designed to reflect tasks and responsibilities which are typically encountered by the rank of Fire Captain. Since, captains may perform functions of a battalion chief, it's possible that some scenarios, questions, and/or prompts may target such functions. The depth of the scenarios cannot be revealed at this time.
When scoring candidate responses, if one assessor heard a keyed response and two did not, the candidate will not get credit. The candidate may have said the keyed response, why not replay the tape?	If only one assessor indicates a keyed response was observed, the tape will be replayed.
If more information is verbally said by the test taker, is it negative points? Ex. During rundown assign 2 nd Engine to water task. Then next scenario asks to assign task to all companies.	In this example, candidates would not lose points for mentioning an assignment to the 2 nd engine to do water supply during the run down, even it was not a keyed response. However, it is possible to lose points if the candidate provides contradictory responses. In the sample, if the candidate assigns the 2 nd engine (with only 3 firefighters) to do water supply and to do ventilation, points may be deducted or points may not be awarded for assigning a task to the 2 nd engine. Since this engine company cannot do both assignments this would be considered contradictory responses.
Are responses to: crews involved or just stating what we would do? Ex. If asked to assign crews: "L99 secure water source" or Have E99 secure water"	Candidates should respond according to the exam prompt. In some cases, candidates will be prompted to respond as if on-scene, in other cases, candidates will be prompted with specific questions.
Can you write on your test booklet?	You may write on any of the test materials, but ONLY what is stated verbally will be scored.

Fire Lieutenant and Fire Captain Promotional Exams Information **2017**
Session Q & A

If you have extra time during the tactical exercise, can you give more information than asked for? If so I will assume that I will not have to say it again in the next question. Ex. I complete my rundown and tell 1st Co. to pull 1 $\frac{3}{4}$ hose, prepare to enter the building but not until I give the command. E95 hit the fire with deck gun. Would I have to now say this info again if the scenario asks for CO's first actions?

This strategy is discouraged. Related scenarios/prompts will be scored together. For example, responses provided in the rundown may be a keyed response in a later prompt and such actions may be given credit for the later prompt. **However**, if a candidate states an action that is premature for a given point in a scenario, but is keyed in a later response, then that action will not receive credit. If a candidate is non-responsive to a prompt, thinking that he/she answered the question/prompt previously, it is possible the candidate would not get credit in the second response. **Be sure to listen to the prompt and respond accordingly.**

Fire Lieutenant and Fire Captain Promotional Exams Information 2017

Session Q & A

Phase III- Oral Board Exam

Question	Answer
What is a "structured interview" and has Civil Service ever had a "structured interview" for the oral board?	During structured interviews candidates are asked predetermined questions. The candidate may be expected to explain how they would handle a situation or answer questions. While the questions for a structured interview would be provided in the preparation room, follow-up questions may not.
What if we have notes in the margin of source material?	It is fine to bring source materials that have hand-written information in the margins. However, full and half pages of additional information are not permitted. Additional pages are not permitted.
Why don't we receive answers?	Many aspects of the key are used for each test administration. Providing the key to candidates compromises future exams and limits the effectiveness of the exam to accurately predict performance. This is particularly true with exams that are in a format in which candidates construct the response, i.e. oral board exams.
What is recommended reading for the Oral phase?	Any supervisory or managerial text can be helpful. Although not specifically recommended by Civil Service or the Division, candidates may find books written by authors with public sector experience most helpful. Some examples include: <i>They Promoted Me?</i> , <i>Supervision of the Problem Employee</i> and <i>Step Up and Lead</i> .
What is the dress attire?	Street clothes, suits, or uniforms are acceptable. Most candidates wear suits or dress uniforms to the oral exams. Casual clothes are acceptable for other phases.